

ASSESSOR OFFICE COORDINATOR

PURPOSE: To ensure efficient operation of the Assessor's Office by directing and coordinating the office support functions.

FUNCTIONAL AREAS:

1. Coordinate and monitor appraisal and financial activities within the assessor's office.
 - A. Determine eligibility of homestead and exempt applications by obtaining, verifying and processing information from applications.
 - B. Classify properties and process real estate value changes for tax purposes.
 - C. Make determinations in split and combination assessments, including drawing parcel maps, determining highest and best use of the property, classifying property, and determining real estate values.
 - D. Research property descriptions, deeds, and other legal documents as necessary to determine property classification and value.
 - E. Maintain awareness of legislative changes related to Assessor Office records and implement and process changes required by statute.
 - F. Correspond with County Recorders, Auditors, and Attorneys Offices to resolve questions and problems to ensure proper processing of assessment records.
 - G. Monitor, review and process appraiser work cards for new construction and area revalues.
 - H. Prepare complete appraisals for use in tax court.
 - I. Prepare reports, forms, letters and related materials as required.
 - J. Perform and verify calculations used in drawing parcel maps and determining real estate value for tax purposes.
 - K. Review computer printouts and other documents for errors.
 - L. Evaluate needs and prepare purchase orders and requisitions for major items.
 - M. Analyze, evaluate, and recommend improvements to procedures for maintaining systems and records.
 - N. Operate various office machines, including personal computer, mainframe, scale and other drawing devices, calculator.
 - O. Perform related duties as required.
2. Maintain automated information systems and records.
 - A. Analyze computer programs and assist in planning and implementing upgrades.
 - B. Test and troubleshoot upgrades to ensure accuracy.
 - C. Design new document forms.
 - D. Assist in the design of computer input systems.
 - E. Develop and maintain a variety of databases and spreadsheets for various types of sales and prepare reports from that data.
 - F. Maintain computerized information system of assessor's records, including entering and purging data.
 - G. Train staff in operation of computer system.
 - H. Troubleshoot computer operation problems.
 - I. Assist in the development and implementation of a web site.
3. Coordinate record-keeping efforts with St. Louis County for purposes of sharing information and improving efficiency and effectiveness.

- A. Redesign and update the St. Louis County CAMA User's Manual.
- B. Assist the County Assessor Office clerical supervisor as necessary.
- C. Coordinate efforts to share mutual tasks and materials with St. Louis County.
- D. Assist with the process to include City AS400 data on the County's land portal.
- E. Update rates in St. Louis County's AS400 CAMA tables annually.
- F. Assist County, City and local assessors with custom adaptations to the CAMA tables.
- G. Assist the MCIS Documentation Subcommittee with preparation of the assessor's modules for the MCIS manual and adapt the manual for St. Louis County's unique uses of the MCIS property tax system.

4. Organize and direct the work activities of assigned team.

- A. In collaboration with supervisor, determine work priorities.
- B. Assign work and coordinate work schedules.
- C. Provide input into decisions regarding the hire and transfer of personnel.
- D. Train team in safe and proper work methods and procedures.
- E. Monitor work for compliance with established methods, guidelines, standards and procedures.
- F.. Review work of team members for completeness and quality, and provide feedback as needed.
- G. Provide input to management to aid in decisions related to discipline and grievance resolution.
- H. Provide information and instruction to assigned team orally and in writing as needed.

5. Provide service to the public on complex matters.

- A. Respond to and resolve difficult complaints and problems requiring discretion and confidentiality.
- B. Provide information pertaining to laws and procedures that govern Assessor Office operations and actions.
- C. Respond to telephone and counter inquiries.
- D. Participate in meetings with outside businesses to explain Assessor Office file system and to determine solutions to problems they have accessing and using the system.

JOB REQUIREMENTS

Education & Experience Requirements

- A. A combination of education and experience which demonstrates possession of the knowledge, skills, and abilities listed below. Examples of how this might be obtained include 3 years of increasingly responsible experience in the establishment and maintenance of assessment roll information or 3 years of experience in appraisal work for tax assessment purposes, plus course work in management information systems, business administration, mathematics, and real estate.

Knowledge Requirements

- A. Knowledge of modern office methods, procedures and equipment.
- B. Knowledge of the principles and practices of office management.
- C. Knowledge of computer applications and software related to assessment record-keeping.

- D. Knowledge of laws, rules and regulations governing the preparation and maintenance of assessment records.
- E. Knowledge of effective supervisory principles and practices.
- F. Knowledge of procedures used in property appraisal, classification and property value determinations.
- G. Knowledge of the materials, equipment and procedures used in drawing parcel maps.
- † H. Knowledge of basic and financial record keeping.
- I. Knowledge of math including geometry, algebra, and basic statistics.

Ability Requirements

- A. Ability to research and analyze data.
- B. Ability to read and interpret sketches, parcel maps and legal descriptions.
- C. Ability to apply mathematical concepts to draw parcel maps and to determine property values.
- D. Ability to draw parcel maps for property splits and combinations.
- E. Ability to classify, locate, and interpret a wide variety of statistical and related information.
- F. Ability to read and interpret complex material including laws, deeds, and legal descriptions, and to effectively communicate that information to others.
- G. Ability to prepare accurate financial and statistical reports.
- H. Ability to supervise.
- I. Ability to communicate effectively orally and in writing.
- J. Ability to follow oral and written instructions and to work independently with little supervision.
- K. Ability to establish and maintain effective working relationships with co-workers and the public.
- L. Ability to operate office equipment including calculators, mainframe, personal computers, and associated software applications.
- M. Ability to proofread and correct errors.
- N. Ability to achieve Certified Minnesota Assessor within three years.

Physical Requirements

- † A. Ability to perform sedentary work.
- † B. Ability to attend work on a regular basis.

*Essential functions of the position

†Job requirements necessary on the first day of employment

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